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**Job Description**

**IT & Social Media Tutor**

Responsible to: **Business Support Officer**

Job purpose: **To deliver high quality learner-centred IT & Social Media workshops**

**Key Duties**

**Tutoring Responsibilities:**

Enable effective and enjoyable learning, through:

* Effective planning of workshops and use of resources
* Delivering high quality IT & Social Media workshops
* Providing effective and positive feedback to workshop participants
* Communicating and co-operating with persons or bodies outside of the College, if necessary
* Keeping up-to-date with IT & Social media developments
* Providing support for individual workshop participants.

**Departmental Responsibilities:**

Contribute to the success of the department, through

* Constructive participation in departmental meetings
* Supporting colleagues and sharing resources/ideas.

**Quality:**

* Participate in professional development reviews and staff development activities.
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.**Updated: Nov 2018*